

## Job Description

<b>Position title</b>	<b>Paralegal</b>
<b>Location</b>	<b>Sydney</b>
<b>Reporting to</b>	<b>Managing Lawyer</b>
<b>Position type</b>	<b>Ongoing (subject to funding), 0.6</b>
<b>Updated</b>	<b>March 2019</b>

### Role

Will work alongside other Paralegals and Administration Officers to support the Legal Team in assisting clients who have experienced institutional child sexual abuse.

The role will also provide full paralegal and administrative support to the Principal Lawyer and Assistant Principal Lawyer.

This role may have direct service delivery responsibilities, therefore it is expected that the person in this role will have a general understanding of the work knowmore and of the needs of knowmore's clients and act appropriately.

### Duties and Responsibilities

Under the supervision of the Managing Lawyer, provide full paralegal assistance including but not limited to:

- Provide high level administrative support to the Principal Lawyer and Assistant Principal Lawyer, such as diary management, scheduling, finance reconciliation etc.
- Assisting Principal Lawyer, Assistant Principal Lawyer and Lawyers with the day-to-day management of client files including the recording of information into the database.
- Assisting with drafting of correspondence and documents.
- Undertaking legal and other required research in relation to client and practice issues and also to support knowmore's law reform and advocacy objectives.
- Coordinating record requests and related enquiries.
- Collating records for client referrals.
- Analysing client records to assist with statement preparation.
- Liaising with knowmore panel lawyers in relation to compensation referrals.
- Liaising with other external service providers in relation to client matters.
- Assisting clients with enquiries and coordinating both internal and external appointments.
- Providing support with arranging community legal education and external training sessions, including webinars and other presentations.
- Assisting with the preparation and revision of client and community legal education materials.
- General office duties including word processing, filing, scanning, photocopying, faxing, collecting and delivering mail, maintaining records of incoming and outgoing communications.
- Provided support to the multi-disciplinary team as requested and provide back up to other Paralegals when necessary.
- Maintain all records at knowmore in accordance with policies and procedures, promptly, accurately and appropriately filing (electronic and hard copy) all records.

- Back up support for Coordination and recording of Executive and Management Group meetings, and other meetings as required (e.g. minutes, scheduling, follow up on action items and document traffic management).
- Back up support for effectively supporting the conduct of knowmore subcommittee meetings, through arranging, minuting and co-ordinating meetings and preparing draft papers as directed by the Principal Lawyer.
- Arrange and book all travel arrangements for the Principal Lawyer and Assistant Principal Lawyer.
- All other ad hoc projects as directed by Principal Lawyer, Assistant Principal Lawyer and Managing Lawyer.

### Organisational Obligations

- Demonstrate an active and dedicated commitment to knowmore's Mission, Vision and Values.
- Comply with knowmore's Policies and Procedures.
- Observe all legal and legislative requirements.
- Ensure a high level of confidentiality and integrity.
- Assist in the development of, and participate in knowmore's initiatives, projects and events.
- Cultivate productive and collaborative working relationships and outcomes through open an inclusive planning, continuous improvement and transparent work practices.
- Liaise with others in a professional, respectful and constructive manner.
- Take reasonable care to protect their health and safety and the health and safety of others.
- To engage in professional supervision and other reflective practice opportunities as required.

### Selection Criteria

- Maintain a high level of attention to detail in all activities but especially in record keeping, data entry and filing.
- Maintain high standards of discretion and show ability to handle difficult situations with tact and sensitivity and when appropriate refer to a more appropriate colleague.
- Advanced IT skills in using Microsoft Office, Windows, PowerPoint, Excel etc.
- Maintain a flexible collegial and professional approach to working within a multi-disciplinary team.
- Maintain ability to work independently and also contribute positively as a part of a team.

### Qualifications and other requirements

A relevant tertiary qualification in legal studies (or substantial progress towards such a qualification), would be advantageous.

The successful candidate will be required to satisfactorily complete a National Police Records Check and a Working with Children Check.

*This job description is incorporated into the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in light of strategic developments following discussion with the position holder. The role will be expected to work to agreed objectives, which should facilitate achievement of the key responsibilities in accordance with the performance review process.*